



# APPROVED VENDORS LIST

*The City of Mountain View may not vouch for the quality of product, nor the satisfaction or overall experience of any participating vendor. The City reserves the right to approve all vendors in advance.*

The City of Mountain View requires vendors insurance for all private rentals taking place at city facilities. Vendors on the below list have already met the city's requirements and therefore can be contracted with. Private rentals may contract with one (1) additional vendor off of the approved vendor list, provided they meet the strict insurance requirements set forth by the city. These requirements are listed at the end of this document along with sample insurance certificates and endorsements. Staff must be notified about outside vendors of which a signed agreement has been made at least 30 days prior to event date so insurance can be secured. If an outside vendor cannot provide insurance along with the required endorsements, they cannot provide services on City of Mountain View property.

*Clarifications:*

- Friends and family often provide services such as catering, DJ, planning etc. In these cases, insurance is not required. Insurance is only required for vendors of which you have entered into a written contract with and will be performing services on site.
- Vendors such as florists, bakeries and party favors which drop off small items do not need to provide insurance.
- Priority was given to Mountain View based businesses, and then to those that have been highly utilized by past clients.
- The list will be updated annually.
- New caterers must meet city staff on site prior to event date to ensure city policies and procedures are followed.
- Food trucks with a current Mobile Vendor Permit in Mountain View are eligible to cater events provided they follow Mountain View City Code Chapter 15 and facility rental policies.
- Wedding planners that supply Commercial General Liability, Workers Comp and Auto insurance along with acceptable endorsements are able to contract with vendors of their choosing provided the wedding planner's insurance lists all covered vendors and they assume all liability and risk for outside vendors.

## *Rental Supply Companies*

Audio Visual Resources 650-348-0400 <a href="http://www.avresources.com">www.avresources.com</a>	Bay Area Event Lights 408-502-7229 <a href="http://www.bayareaeventlights.com">www.bayareaeventlights.com</a>
Classic Party Rentals 650-652-0300 <a href="http://www.sanfrancisco.classicpartyrentals.com">www.sanfrancisco.classicpartyrentals.com</a>	Danny Thomas Party Rentals 408-747-1000 <a href="http://www.dannythomaspartyrentals.com">www.dannythomaspartyrentals.com</a>
Magical Lighting Design 925-699-6976 <a href="http://www.magicallightingdesign.com">www.magicallightingdesign.com</a>	San Jose AV Rentals 408-733-8844 <a href="http://www.sanjoseavrentals.com">www.sanjoseavrentals.com</a>
Stuart Rental Company 650-968-4401 <a href="http://www.stuartrental.com">www.stuartrental.com</a>	Williams Party Rentals 408-297-1078 <a href="http://www.willparty.com">www.willparty.com</a>

## *Event Planners*

Allora Event Designs <a href="http://www.alloraeventdesigns.com">www.alloraeventdesigns.com</a> 510.909.9889	Caitlin Arnold Events <a href="http://www.caitlinarnoldevents.com">www.caitlinarnoldevents.com</a> 650.229.8616
Charmed Events Group <a href="http://www.charmedeventsplanning.com">www.charmedeventsplanning.com</a> 408.300.2565	Lily Spruce <a href="http://www.lilyspruce.com">www.lilyspruce.com</a> 415.265.6205
Pretty in Pink Events: Chic Designs & Florals <a href="http://www.chicdesignsandflorals.com">www.chicdesignsandflorals.com</a> 510.364.1416	d. Royal Engagements <a href="http://www.droyalengagements.net">www.droyalengagements.net</a> 650.701.6484
A Touch of Elegance <a href="http://www.touchofe.com">www.touchofe.com</a> 408.726.5883	

## *Transportation*

ABC Chauffeured Limousines <a href="http://www.abctrans.com">www.abctrans.com</a> 650.401.6200	Angel Worldwide Transportation <a href="http://www.angellimo.com">www.angellimo.com</a> 866.803.9898
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## *Catering Companies*

California BBQ <a href="http://www.cabarbecue.com">www.cabarbecue.com</a> 650.940.1513	The Carvery 650.366.3765 <a href="http://www.thecarverycatering.com">www.thecarverycatering.com</a>
Catered Too <a href="http://www.cateredtoo.com">www.cateredtoo.com</a> 650.240.2300	Caterman Catering Services <a href="http://www.caterman.net">www.caterman.net</a> 408.441.8719
Cheat a Little 650.227.1125 <a href="http://www.cheatalittle.net">www.cheatalittle.net</a>	Chef Justin Perez <a href="http://www.chefjustinperez.com">www.chefjustinperez.com</a> 408.638.5300
Continental Caterers <a href="http://www.continentalcaterer.com">www.continentalcaterer.com</a> 650.322.4189	Haute Cuisine <a href="http://www.hautecuisinecatering.net">www.hautecuisinecatering.net</a> 650.279.8965
Just Catering <a href="http://www.justcatering.net">www.justcatering.net</a> 650.326.6911	Lakeside Café <a href="http://www.shorelinelake.com">www.shorelinelake.com</a> 650.965.1745
Michaels at Shoreline <a href="http://www.michaelsatshoreline.com">www.michaelsatshoreline.com</a> 650.962.1014	The Party Helpers <a href="http://www.thepartyhelpers.com">www.thepartyhelpers.com</a> 408.435.7337
Schumann's Four Seasons Caterers <a href="http://www.schumannsfourseasonscaterers.com">www.schumannsfourseasonscaterers.com</a> 650.968.9308	Taco Mania <a href="http://www.taco-mania.com">www.taco-mania.com</a> 408.841.2191
Toast Catering & Event Management <a href="http://www.toastbayarea.com">www.toastbayarea.com</a> 650.877-8225	

## *Music & DJ's*

Bay Area All Strings & Brass www.bayarea-asab.com 669.777.5260	Big Fun Disc Jockeys www.bigfundj.com 800.924.4386
Boutique DJ's www.boutiquedjs.com 877.775.5758	Community School of Music & Arts <a href="http://www.arts4all.org">www.arts4all.org</a> 650.917.6800
DJ Jeremy Productions www.djjeremyproductions.com 510.390.2233	Feet First Entertainment www.feetfirstevents.com 800.393.3338
Elite Entertainment www.e3music.com 408.733.8833	Spintronix www.spintronix.com 510.326.6158

## *Photography Services*

Capture the Look www.capturethelook.com	Delbarr Moradi Photography www.delbarrmoradi.com
Dubnoff Photography www.dubnoffphoto.com	Erica B. Photography www.ericabphotography.com
JMarc Media www.jmarcmedia.com	The Laugh Box www.thelaughbox.com
Love in Photographs www.loveinphotographs.com	Magnolia Weddings www.magnoliaweddings.com
Michael James Photography www.michaeljamesphotostudio.com	Michelle Damas Photography www.michelledamas.com
Rosa Delgado Photography www.rosadelgadophoto.com	Sandra Fazzino Photography www.sandrafazzino.com
Say Ya! Photobooth www.sayyaphotobooth.com	Smile City Photo Booth www.smilecityphoto.com
Sphynges Photography www.sphynges.com	

# Insurance Requirements

It is the policy of the City of Mountain View to require insurance coverage of all persons with whom the City does business in an effort to minimize risk of loss and liability to which the City of Mountain View may be exposed. The City's insurance coverage cannot completely mitigate all risks of exposure; other forms of contractual risk transfer are often required. Certificates of insurance are one of the common methods emphasized in this policy. Insurance coverage shall be subject to the approval of the City of Mountain View and shall be provided through carriers with a *Best Rating Guide* rating of A:VII or higher.

## Requirement 1) Insurance

Vendors must provide Commercial General Liability insurance in the amount of \$1 million dollars naming the City of Mountain View, its officers, officials, employees, agents, volunteers, contractors as additional insured. Workers' Compensation insurance in the amount of \$1 million must also be listed.

## Requirement 2) Endorsement

A separate endorsement also naming the City of Mountain View, its officers, officials, employees, agents, volunteers, contractors as additional insured is also required for the CGL.

## Requirement 3) Auto Coverage/Endorsement

Additionally, any contracting party operating or utilizing vehicles in connection with the work being performed are required to obtain and produce evidence of automobile liability coverage in the amount of \$1 million dollars. A separate endorsement also naming the City of Mountain View, its officers, officials, employees, agents, volunteers, contractors as additional insured is also required.

## Examples of Acceptable Insurance Certificate and Endorsement Attached

# EVENT LIABILITY INSURANCE SAMPLE

## Insurance Certificate Example

ACORD CERTIFICATE OF LIABILITY INSURANCE					DATE (MM/DD/YY)	
PRODUCER Name of Producer (Insurance Agent) Address Telephone No.			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED Name of Insured (Permittee, Contr., Developer *) Address * As required by permit, agreement, etc.			INSURERS AFFORDING COVERAGE			
			INSURER A: Name of Insurer (Insurance Companies must have a minimum Best's Rating of A and a Financial Performance Rating of VII.)			
			INSURER B: Name of Insurer			
			INSURER C: Name of Insurer			
			INSURER D: Performance Rating of VII.)			
			INSURER E:			
COVERAGES						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR Must be "occurrence"	GL00000000 (Gen. Liability Policy No.)	Begin Date	Expiration Date	EACH OCCURRENCE	\$ 1,000,000
					FIRE DAMAGE (Any one fire)	\$
					MED EXP (Any one person)	\$
					PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC Large projects may require higher coverage.				GENERAL AGGREGATE	\$ 2,000,000
					PRODUCTS - COMP/OP AGG	\$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	AL00000000 (Auto Liability Policy No.)	Begin Date	Expiration Date	COMBINED SINGLE LIMIT (Ex accident)	\$ 1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN AUTO ONLY: EA ACC	\$
					AGG	\$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC00000000 (Workers Comp. Policy No.)	Begin Date	Expiration Date	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
					E.L. EACH ACCIDENT	\$ 1,000,000
					E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
					E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
	OTHER					
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS						
The City of Mountain View, its officers, officials, employees, agents, volunteers, contractors as additional insureds. Please include name of event and date.						
CERTIFICATE HOLDER			Y		ADDITIONAL INSURED; INSURER LETTER:	
City of Mountain View - Shoreline 3070 N. Shoreline Blvd Mountain View, CA 94043			CANCELLATION			
			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.			
			AUTHORIZED REPRESENTATIVE			

COMMERCIAL GENERAL LIABILITY  
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED PERSON OR  
ORGANIZATION**

Policy Number: 1

Insured:

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)

**The City of Mountain View, its officers, officials,  
employees, agents, volunteers, contractors as  
additional insured.**

**Include: The NAME of event and DATE held.**

Information required to complete this Schedule, if not shown above will be shown in the Declarations.

Section II - WHO IS AN INSURED is amended to include as an insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.